Chapter 3

Data Flow Processes Between Modern DCPDS and RESUMIX

Chapter Overview

Introduction   This chapter is written for personnelists familiar with Resumix. It explains the three processes where information flows between modern DCPDS and Resumix.

1. **Create Requisition** - A requisition is created in Resumix from information in modern DCPDS; e.g., Position data in the RPA, KSAs from COREDOC, and other position data.

2. **Create Applicant** - An action is initiated in Resumix to create an applicant in modern DCPDS when an outside candidate accepts a job offer.

3. **Refresh** - Information in modern DCPDS is used to automatically and periodically update employee information in Resumix.

Note: For information beyond what is contained in this chapter on the Resumix application, please refer to the Resumix user manuals.

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Chapter Overview, Continued

Chapter Contents (continued)

See Also

Module 3, Processing Request for Personnel Action Using the Modern DCPDS

Module 2, Position Management and Classification Using the Modern DCPDS
    Chapter 4, COREDOC

Module 4, Staffing Using the Modern DCPDS
      Chapter 1, Building an Applicant

RESUMIX User Manuals

Create Requisition

Purpose
This section explains the creation of a requisition and the population of predetermined fields in Resumix with position information in modern DCPDS. The requisition is a very basic recruitment file.

What Position Data Flows to RESUMIX

RESUMIX Field Label	Modern DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Standard	
1. Dept Name	*Office Symbol*
2. Dept Number	*PAS Code* (code)
3. Location Description	RPA - Block B39, *Duty Station* (1st 30 chars)
4. EEO type	*Occupation Category Code* (code)
5. Job Class	RPA - Block B32, *Work Schedule* (code)
6. Job Code	RPA - Block B17, *Occ. Code*
7. Job Title	*Title* (1st 30 chars)
8. Req ID	RPA - Block A2, *Request Number* **Note:** Every RPA is assigned a **Request Number**. • The format is: YY/MMM/9-Character Identifier/6-Digit Sequential Number. ♦ **Example:** 00AUGAFPC11029123456 The system administrator establishes the process for the application to automatically populate the 9-character identifier in accordance with your Component requirements. Modern DCPDS automatically assigns the sequential number. This **Request Number** flows to the Resumix requisition and becomes the **Requisition ID Number**. It also becomes the job posting number for that requisition.
9. Date Needed	RPA - Block A4, *Proposed Effective Date*. If no date is entered, then default will be current date.
10. Description	KSAs in COREDOC

Create Requisition, Continued

What Position Data Flows to RESUMIX (continued)

RESUMIX Field Label	Modern DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
1. ACQ-Critical Position	*Critical Position* (code)
2. ACQ-Career Level	*Career Level*
3. ACQ-Program Type	*Program Type* (code)
4. ACQ-Special Assignment	*Special Assignment* (code)
5. Agency Group/Subelement Code	*Agency Group* (code)
6. Bargaining Unit Status	RPA - Block 37, *Bargaining Unit Status* (code)
7. Date Oblig Exp	*Expiration Date*
8. FLSA Category	RPA - Block 35, *FLSA Category*
9. Grade/Level (Numeric)	*RPA* - Block B18, *Grade/Level*
10. Language Required	*Language Required* (code)
11. Obligated Employee SSAN	*Obligated Employee SSAN*
12. Obligated Type	*Obligated Type* (code)
13. Org Struc ID	*Organizational Structure ID*
14. Part-Time Hours	RPA - Block B33, *Part-Time Hours Per*
15. Pay Basis	RPA - Block B21, *Pay Basis* (Code)
16. Pay Plan	RPA - Block B16, *Pay Plan*
17. Personnel Office ID	*Personnel Office ID* (code)
18. Position NTE Date	*Date To*
19. Position Occupied ID	RPA - Block 34, *Position Occupied* (code)
20. Position Sensitivity	*Position Sensitivity* (code)
21. Position Status	*Status* (code)
22. POSN-Career Program ID	*Career Program* (Air Force) (code)
23. POSN-Career Field ID	*Career Field* (Army) (code)

Create Requisition, Continued

What Position Data Flows to RESUMIX (continued)

RESUMIX Field Label	Modern DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
24. POSN-Competitive Area	***Competitive Area***
25. POSN-Number	***(Position Description No)+(Sequence Number)***
26. POSN-Drug Test Reqd	***Drug Test*** (code)
27. Program Element	***Program Element*** (code)
28. Servicing Agency	***Servicing Agency*** (code)
29. Servicing Office ID	***Servicing Office ID*** (code)
30. Target Grade/Level (Numeric)	***Target Grade***
31. UIC	***Unit ID Code*** (code)
32. Vacancy Indicator	***Vacancy Indicator***

Creation of the Requisition ID Number

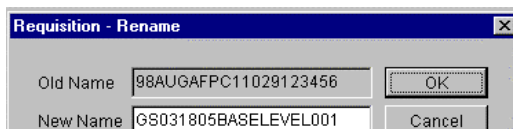The RPA *Request Number* flows to Resumix and becomes the **Requisition ID Number**.

♦ **Example:**

Create Requisition, Continued

Creation of the Requisition ID Number (continued)

You can rename the requisition and job posting and the vacancy announcement created in Resumix, but you cannot overwrite the RPA *Request Number*.
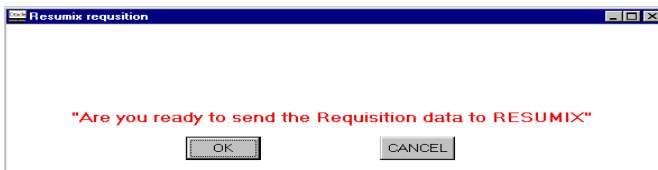

Creating a Requisition

Step	Action
1	Access your *Civilian Inbox* from the **Navigation List** in modern DCPDS.
2	In the **Notifications Summary** Window, highlight the appropriate RPA.
3	Click <**Respond**>. The RPA displays.
4	Review the RPA and data associations to ensure that all required data has been recorded.
5	Scroll down and click <**Others**>.
6	The **Navigation Options** Window displays:
7	Highlight **Resumix-Requisition** and click <**OK**>.

Create Requisition, Continued

Creating a Requisition (continued)

Step	Action
8	The **Resumix-requisition** dialog box displays. Click **<OK>**. **Resumix requsition** "Are you ready to send the Requisition data to RESUMIX" OK CANCEL
9	A message confirming the data flow displays. Click **<OK>**. Forms ❌ Sucessfully stored data into tables OK
10	A requisition has been created in Resumix with the same identifier as the RPA. **Note:** Always check to see if there is a Core Document attached to the RPA since data also flows from that document to the Resumix requisition. See the next section for instructions. If there should be a document and none is attached, you will need to locate and attach the appropriate document to the RPA prior to flowing data.

What COREDOC Data Flows To RESUMIX

If a Core Document is attached to an RPA when the **Resumix-Requisition** process is engaged, the "Selected Staffing KSAs" identified in that Core Document flow to the Resumix requisition. It is recommended that you review the Core Document KSAs prior to flowing the data to the requisition.
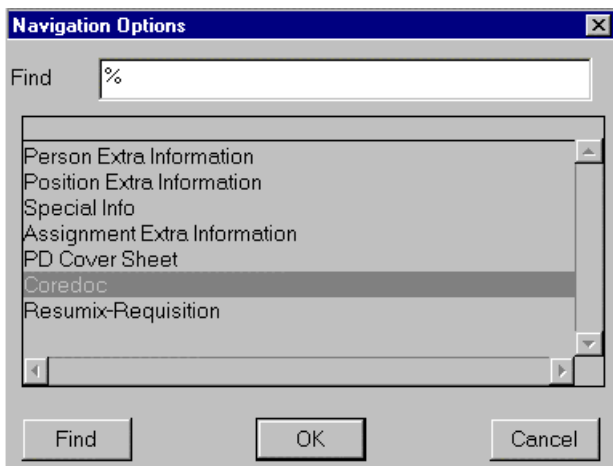
Create Requisition, Continued

**Creating a
Requisition with
COREDOC Data**

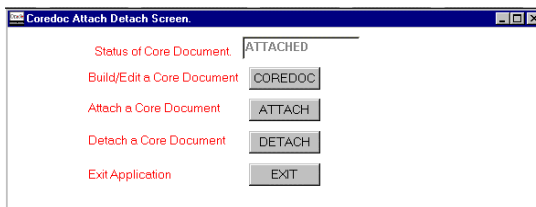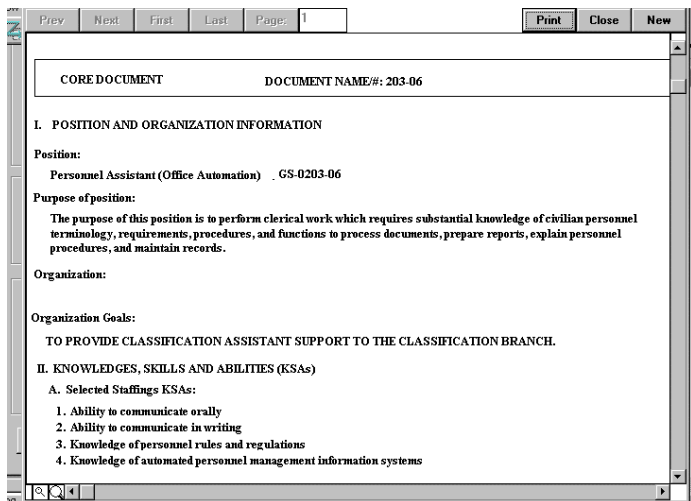| Step	Action
1	Access your *Civilian Inbox* from the **Navigation List**.
2	Highlight the appropriate RPA.
3	Click <**Respond>**.
4	Review the RPA and data associations to ensure that all required data has been recorded.
5	Scroll down and click <**Others>**.
6	The **Navigation Options** Window displays.
7	Highlight **COREDOC** and click **<OK>**.

Create Requisition, Continued

Creating a Requisition with COREDOC Data (continued)

Step	Action
8	The **COREDOC Attach Detach** Window displays. If there is a COREDOC document attached to the RPA the status line displays: "ATTACHED." **Note:** You can attach a document, detach an attached document, edit an attached document, or build a document from scratch, if necessary. The buttons on this window provide access to these functions. You <u>cannot</u>, however, access other types of RPA attachments (word processing documents, spreadsheets, charts, etc.) from this window.
9	To open the attached document, click <**COREDOC**>.
10	The COREDOC Menu appears.
11	To view the "Selected Staffing KSAs" which flow to the requisition description field, click **Reports** on the Main Menu Bar, then click **KSAs (No Comps)**.

Create Requisition, Continued

Creating a Requisition with COREDOC Data (continued)

Step	Action
12	Section I, Position and Organization Information and Section II, Knowledges, Skills, and Abilities, Paragraph A, Selected Staffing KSAs of the document display.
13	After viewing, click **Edit** then **Exit**. The **COREDOC Attach Detach** Window displays.
14	Click **Exit**.
15	Return to the **Navigation Options** Window.
16	Highlight **RESUMIX-Requisition** and click **<OK>**. The **RESUMIX-Requisition** dialog box displays. Click **<OK>**.
17	A message confirming the data flow displays. Click **<OK>**. **Note:** A requisition is created in RESUMIX with the KSAs from the core document displayed in the description field.

Create Applicant

Purpose　This section explains how Resumix creates an applicant in modern DCPDS. It also examines the population of predetermined fields in modern DCPDS with employee information in Resumix. This data sharing capability is intended to eliminate duplicate entries and facilitate the creation of applicant records in modern DCPDS. After an outside candidate accepts a job offer, you will initiate action in Resumix to create an applicant in modern DCPDS. An outside candidate is one who is <u>not</u> in the same regional database as the vacancy being filled.

What Applicant Data Flows from RESUMIX　A variety of person-related data flows from the Resumix applicant record to the applicant record in modern DCPDS.

RESUMIX *Field*	Modern DCPDS Location (Information will flow as clear text unless indicated otherwise)
Standard	
1. Address - St, City, ST, Zip	*Address Line 1* *Address Line 2* *Address Line 3* *LOCAL_ADDR_STREET* *City* *LOCAL_ADDR_CITY* *State* *LOCAL_ADDR_STATE* *Postal Code* *ADRS_MAIL-ZIP*
2. Home Phone	*Telephone number 1 - HOME_PHONE*
3. First Name	*First Name -***NAME_PERS**
4. Middle Name	*Middle Name* (1st char only) - **NAME_PERS**
5. Last Name	*Last Name -* **NAME_PERS**

Create Applicant, Continued

What Applicant Data Flows from RESUMIX (continued)

RESUMIX *Field*	Modern DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Standard	
6. Trailer	*Suffix*
7. Sex **(Required)**	*Sex* (code)
8. Race	*Race or National Origin* (code)
9. Identification Number (**Required**)	*Social Security*
Custom	
1. Birth Date **(Required)**	*Birth Date*
2. Date Occ Cert Issued	*Date Occupational Cert Issued*
3. Physical Date	*Physical Date*
4. Physical exam or Test Type	*Physical Exam or Test Type* (code)
5. SCD Civilian	*SCD Civilian*
6. SCD Leave	*SCD Leave*
7. SCD RIF	*SCD RIF*
8. Security Clearance	*Personnel Sec Clearance* (code)
9. Social Security Number	*Social Security*
10. Type of Occ Cert	*Type of Occupational Cert* (code)
11. Veteran Preference (Numeric)	*Veteran Preference* (code)

Create Applicant, Continued

Creating an Applicant in Modern DCPDS

The "Hire" process in Resumix triggers the automatic flow of data to modern DCPDS. To hire an applicant in Resumix, you change the applicant's **Tracking Action** and **Status**. In response, the applicant's data automatically flows from Resumix to create an applicant record in modern DCPDS.

Step	Action
1	Locate the **candidate** in Resumix.
2	Change the candidate's **Tracking Action** to "Decision."
3	Change the candidate's **Status** to "Accept."
	Note: There is an additional acceptance process in modern DCPDS. New applicants are not immediately available for placement against RPAs. They must first be "accepted" in modern DCPDS. However, you cannot accept applicant s until the day <u>after</u> their records are created. Further, they cannot be placed until the day <u>after</u> they are accepted. For information relating to accepting an applicant, see Module 4, Staffing Using the Modern DCPDS, Chapter 1, Building an Applicant.
	For internal candidates, those who are in the same regional database as the vacancy being filled, the user must change the candidate's **Tracking Action** to "Decision" and the **Status** to "Accept - Internal." This will prevent the creation of an applicant record in modern DCPDS. After this has been accomplished, the user must change the candidates status from "available" to "unavailable" and total openings form "1" to "0" in the Resumix application.

Refresh

Purpose

This section explains the process of the periodic and automatic updating of current employee information in Resumix from information contained in modern DCPDS.

Note: The employee must have a record in Resumix for the update to occur.

How Employee Data Flows to RESUMIX

Employee data flows from the modern DCPDS database to the applicant record in Resumix to populate standard and custom fields.   Where data involved in the process is different between modern DCPDS and Resumix fields, the modern DCPDS data will update (refresh) the Resumix database, overwriting or deleting any previous Resumix data. In other words, m odern DCPDS data is considered the data of record.

All data flow for this process is direct database-to-database transfers accomplished via Oracle SQL*Net database links between the Regional modern DCPDS and Regional Resumix databases.

What Employee Data Flows to RESUMIX

RESUMIX Field	Modern DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Standard	
1. Disability	*Handicap Code* (code)
2. Sex	*Sex* (code)
3. Race	*Race National Origin* (code)
Custom	
1. Appointment Type	*Appointment Type* (code)
2. Appraisal Type	*Appraisal Type* (code)
3. Birth Date	*Birth Date*
4. PERM-Agency Group	*Agency Group* (code)
5. PERM-PP	*Current Permanent PP*

Refresh, Continued

What Employee Data Flows to RESUMIX (continued)

RESUMIX Field	Modern DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
6. PERM-PP	*Current Permanent PP*
7. PERM-SER	*Current Permanent SER*
8. PERM-GR	*Current Permanent GR*
9. PERM-Office Symbol	*Current Permanent Office Symbol*
10. PERM-Org Struc ID	*Current Permanent Organization Structure ID*
11. PERM-PAS	*Current Permanent PAS Code* (code)
12. PERM-UIC	*Current Permanent Authorized Unit ID Code* (code)
13. PERM-Comp LVL	**Current Permanent Competitive Level**
14. Rating of Record	*Rating of Record* (code)
15. SCD Civilian	*SCD Civilian*
16. SCD Leave	*SCD Leave*
17. SCD RIF	*SCD RIF*
18. Education Level	*Education Level, highest level* (code)
19. Spec Placemt Cons Reas	*Spcl Plcmt Consid Reason* (code) All values
20. Citizenship	*Citizenship* (code)

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